

A Benefit For You

BEST CARE EMPLOYEE ASSISTANCE PROGRAM



Supervisory Notes

Shine in your Leadership Role

Boss, Head Honcho, Leader, Manager, Supervisor...Have you ever wondered what makes you good in your position? Every person will have a different answer, however most will agree that there are a number of traits, attitudes and abilities that make a leader successful.

Consider the following skills and strategies to help you be your best.

- **Remember to Listen.** Pay attention to what your employees are saying. The information or concerns that they are expressing could be vital to your role or their completion of a project.
- **Motivate with a Mission.** Make sure to establish and communicate a clear business mission. When employees truly understand their role and what their employer stands for, it can motivate them to do their best.
- **Focus on Opportunity.** Employees that fear their boss are not able to take risks that could benefit the entire organization. An effective leader allows an occasional mistake and utilizes it as a learning experience rather than a mark on a performance review.
- **Be a Coach.** Just like a sports team, a work team needs a coach to encourage, teach and sometimes correct when things get off track. A coach has a different perspective than the players, and uses it to lead the team to victory. It's also important to lead by example and admit mistakes.
- **Provide Direction.** For better or worse, you play a part in your employees' future career growth. Employees look to you to help them navigate and advance their careers. Help them to set and nurture their goals, and provide constructive feedback on what can be improved.
- **Natural or Learned?** Yes, some are natural leaders. However, most behaviors that help a leader succeed are learned. Best Care EAP can help you exceed in your leadership role. A variety of management training programs are available. For more information please call **(402) 354-8000** or **(800) 666-8606**.

Source: www.bcentral.com

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